

To: All staff
Date: 1-9-2012
Topic: Files for June Count
From: Dan Duling

With all the workload, expectations, and timelines special education demands, we have been developing a frontloaded timeline for the June 1st count, regarding submission of records to MIS (Amy and Glenda).

We appreciate and understand all the planning and communication it takes with parents. In addition we understand the issues of meeting notices that are returned late or no responses and the additional footwork that is necessary. With this said, we are not going to expect **all MIS submissions until May 1st**. The June 1 count is especially tricky because if records are needed, sometimes the staff is gone from the school. We realize that only leaves 2 weeks before schools begin closing but we believe that timeline can work.

Here are suggestions that will be helpful to make this May 1st system of submission work effectively.

1. Look ahead at your IEP due dates that are near or around the May 1st date and plan meetings accordingly.
2. As soon as you complete an IEP (new, annual, or 3 year evaluation), scan or fax it in ASAP. Make that a routine process of the meeting.
3. You may have meetings that must take place after May 1st. For example, preschool, transition meetings, or newly identified. If so, go ahead and plan to meet after May 1st, but do submit ASAP after your meeting so this is counted on the June 1st count.
4. As in any organization there are some of us who are more challenged with timelines and due dates. We will be extra supportive to those individuals who need this support.

For the June 1st count all required **MIS records will be due May 1st**.